



## *The 16<sup>th</sup> Convocation of AIUB, 2016*

### **Schedule of Convocation Ceremony Attendance Confirmation Form, Convocation Photograph, Convocation Gown and Rehearsal**

#### **Dear Graduating Students:**

You are requested to follow the schedules and dates as stated below.

1. **Convocation Ceremony Attendance Confirmation Form:** Every graduating student who wants to be present in the ceremony MUST FILL UP this form. Otherwise the invitation card for the student (or his/her guests) will not be issued and eventually the student will not be able to take part in the Convocation Ceremony. 'Convocation Ceremony Attendance Confirmation Form' is available **online** ('Convocation Attendance Form' under **Online Applications** after you login in VUES at [www.aiub.edu](http://www.aiub.edu) with your ID and password') from **November 15, 2015 (Sun) up to December 31, 2015 (Thu)**. After submitting the online form, a slip must be printed. Preserve the printed slip. This printed slip will be required at the time of card release. Release date of the card will be announced later. **Last date of submitting the form is December 31, 2015.** If you forgot your VUES ID and password or experience any other problem, please contact VUES (8814462, 8816173-4, Ext 421). ***\*\*Important Note: This is not convocation application form. This is convocation CEREMONY ATTENDANCE form. This will only ensure your and your guest's ceremony attendance invitation card. If you fail to fill up this form on time, your and your guest's invitation cards will not be printed.***
2. **Photograph:** 16th Convocation Photographs can be taken on **Slot 1: October 3 – 10, 2015 and Slot 1: October 22 – 30, 2015 (Weekday: 11 – 7 PM, Weekend: 2 PM - 7 PM everyday)** in Campus 1/5. After this date, no more photographs will be taken for 16th Convocation. Each student will have to pay **Tk.150.00** for the photograph. **Students are advised to be in formal attires** at the time of photo shooting, because this photo will be officially used in convocation documentation. Make sure you collect the money receipt and sign against your name in the list as a proof. An 8R size photograph will be delivered on a later date. Prior to souvenir printing all the photographs will be posted in the website. Please check your photo online and notify if there is any mistake. **No claims will be entertained afterwards** if mistakes are not identified by the students on due time (TBA). **[Mr. Khalid; 01911712825, 01677718567]**
3. **Convocation Gown:** The **GOWN DISTRIBUTION** will be done as per the following schedule:

<b>Program</b>	<b>BBA, MBA, EMBA, BA, MPH, MDS</b>	<b>Science, Engineering, Archi, MSCS, MTEL</b>
<b>Venue</b>	Campus 1	Campus 2
<b>Contacts</b>	Mr. Alal, Phone: 01914728629	Mr. Nawab, Phone: 01711165651
<b>Date</b>	<b>December 28, 29, 30, 31, 2015 and January 3 &amp; 4, 2016</b>	
<b>Time</b>	<b>2.00 pm to 7.00 pm</b>	

The payment of the gown is **Tk. 1,200.00 (+ Tk. 100 for MBA, EMBA, MSCS, MTEL, MEEE & MPH)**. If you miss the on-campus date, you may contact the Tailors directly. If you want to take part in the convocation; you must wear the proper gown.

4. **Internship, Thesis and Design Project:** All defenses/viva for Internship, Thesis and Design Project of Fall 2015-16 Semester has to be completed on and before **December 17, 2015 (Thursday)** and the grades has to be submitted by **December 24, 2015 (Thu)**.
5. **Some important dates and times to remember:** You are requested to remember the following dates and relevant activities. Your participation and cooperation in the activities are very important. If you miss more than 2 participation dates, it will not be possible for us to take you in the convocation procession.

Date	Time	Venue	Activity
<b>August 31, 2015</b>	Last Date	Online (Through VUES account)	Application for 16 <sup>th</sup> Convocation
<b>September 24, 2015</b>	Last Date	Accounts	Convocation Fees payment
<b>September 30, 2015</b>		Office of Records	1 <sup>st</sup> Release of List of Graduates (Check and inform any problem to Office of Records)
<b>November 15, 2015 - December 31, 2015</b>		Online (under online application in your homepage in VUES after you login at <a href="http://www.aiub.edu">www.aiub.edu</a> with your username/password)	Convocation Ceremony Attendance Form <b>** This is not convocation application form. This is convocation CEREMONY ATTENDANCE form. This will only ensure your and your guest's ceremony attendance invitation card.</b>
<b>December 17, 2015</b>	Last Date	Respected Faculty	Defenses/Viva: Internship, Thesis, Design Project
<b>Slot 1: October 3 – 10, 2015 and Slot 1: October 22 – 30, 2015</b>	<b>(Weekday: 11 – 7 PM, Weekend: 2 PM - 7 PM everyday)</b>	Campus 1 or 5	Convocation Photograph.
<b>October 29, 2015</b>		Office of Records	2 <sup>nd</sup> Release of List of Graduates (Check and inform any problem to Office of Records)
<b>December 10, 2015 Thursday</b>	2 pm	AIUB Auditorium	General Meeting with the <b>BBA Major in Acc./Fin, OM, MIS</b> Graduates
	3 pm	AIUB Auditorium	General Meeting with the <b>BA &amp; BBA Major in Mkt, HRM, IB, etc.</b> Graduates
	4 pm	AIUB Auditorium	General Meeting with the <b>Science, Engineering &amp; Archi</b> Graduates
	5 pm	AIUB Auditorium	General Meeting with the <b>Science, Engineering &amp; Archi</b> Graduates
	6 pm	AIUB Auditorium	General Meeting with the rest of <b>MBA, EMBA, MTEL, MEEE, MSCS &amp; MPH, MDS</b> Graduates
<b>December 24, 2015</b>	Last Date	VUES (with hardcopy)	Submission of Grades (Fall15-16) of Internship, Thesis and Design Project
<b>December 31, 2015</b>	Last Date	VUES (with hardcopy)	Submission of Grades of Fall15-16
<b>January 3, 2016</b>		Office of Records	Release of final List of Graduates
<b>December 28, 29, 30, 31, 2015 and January 3 &amp; 4, 2016 (BBA, MBA EMBA, BA, BSS, MPH, MDS)</b>		<b>FBA, FASS: Campus 1 (3 pm – 7 PM)</b>	Gown Distribution (BBA, MBA EMBA, BA, BSS, MPH, MDS) (After deadline) Contact: Mr. Alal, Phone: 01914728629
<b>December 28, 29, 30, 31, 2015 and January 3 &amp; 4, 2016 (Science, EEE, COE, Archi, MSCS, MTel, MEEE)</b>		<b>FE, FSIT: Campus 2 (3 pm – 7 PM)</b>	Gown Distribution (Science, Engineering, Archi, MSCS, MTel, MEEE) (After deadline) Contact: Mr. Nawab, Phone: 01711165651
<b>Thursday, January 7, 2016 (To be confirmed)</b>	1.30 pm	Banani Club Field FASS, FE, FSIT	Rehearsal of convocation procession of FASS, FE, FSIT students (Attendance is compulsory)
<b>Thursday, January 7, 2016 (To be confirmed)</b>	3.00 pm	Banani Club Field FBA	Rehearsal of convocation procession of FBA students (Attendance is compulsory)
<b>Saturday, January 16, 2016 (To be confirmed)</b>	<b>9.00 AM</b>	Army Museum (Beside Novo-theatre, Bijoy Sarani)	16 <sup>th</sup> Convocation Ceremony

For further information and clarification please contact the Office of Student Affairs, Level 3, Admin Building. (Ext 175; Email:

[osa@aiub.edu](mailto:osa@aiub.edu))